

Summary

This document will assist you on how to access your monthly bank statement.

Reasons why you would need to print a cardholder statement:

- County Policy 7035 requires cardholders to retain a copy of their monthly statement (if used) for a four year retention period.
- When **ACTION REQUIRED! P-Card Transactions Pending** email is received from County P-Card Administrator requesting p-card log

Procedure

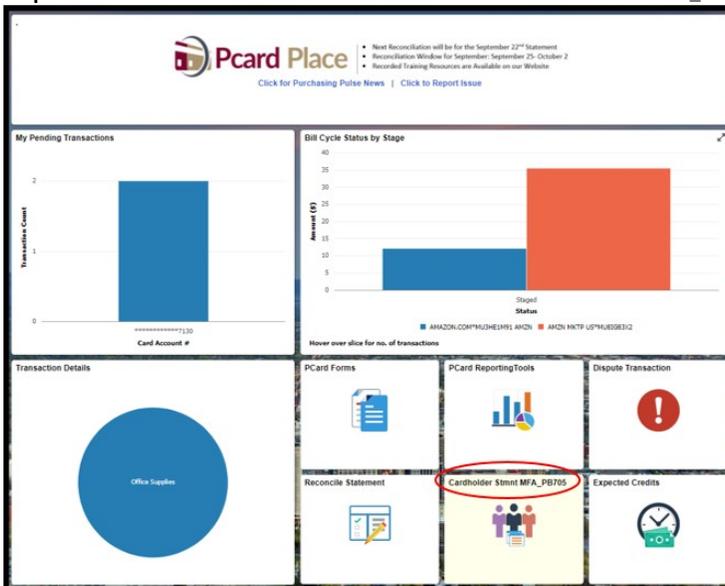
Step 1. Log into MyFin <https://psfin.slcounty.org/>



Enter **Username** - Same as PeopleSoft timesheet

Enter **Password** - Same as PeopleSoft Timesheet

Step 2. From the Pcard Place home screen. Click on **Cardholder Stmt MFA_PB705** tile.



Step 3. Enter MFA_PB705 in the blank field and click Search.

 The report name is listed on cardholder stmtnt tile

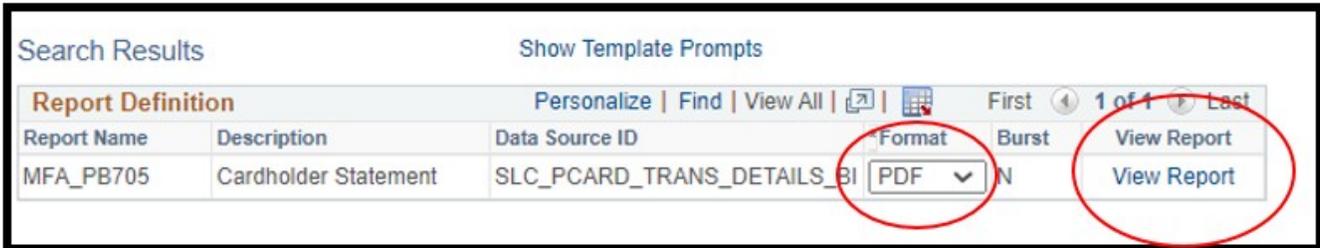


Query Report Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by begins with

[Advanced Search](#)

Step 4. Make sure the format is set at PDF. Click on View Report.

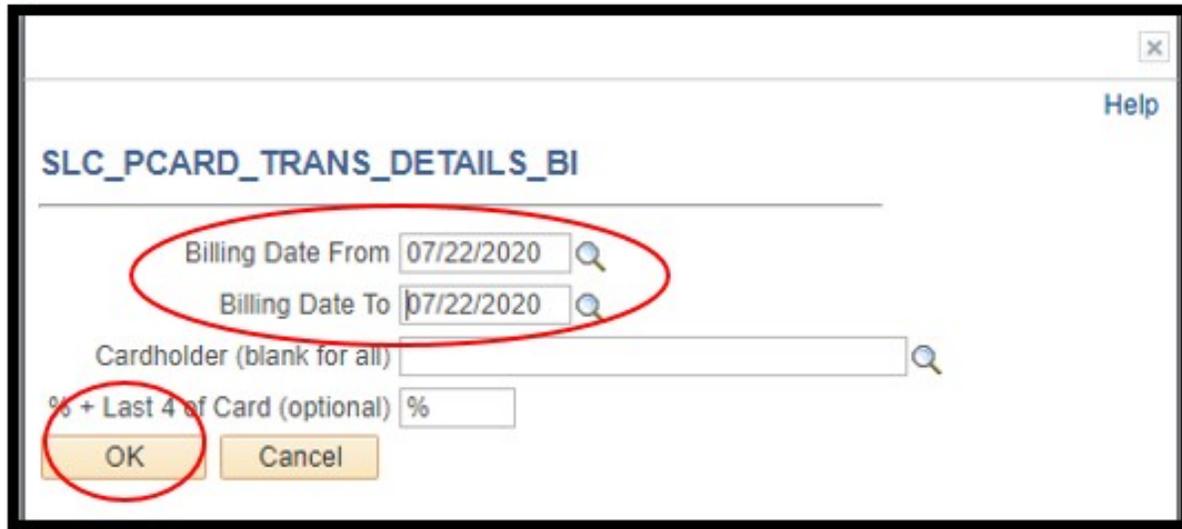


Search Results [Show Template Prompts](#)

Report Name	Description	Data Source ID	Format	Burst	View Report
MFA_PB705	Cardholder Statement	SLC_PCARD_TRANS_DETAILS_BI	PDF	N	View Report

Step 5. Click on the **Look-up** icon to see the billing cycles that have closed. Select the billing cycle needed. It will display in the Billing Date From and Billing Date to fields (The Dates Must Match).

Step 5a. Click OK.



SLC_PCARD_TRANS_DETAILS_BI

Billing Date From 

Billing Date To 

Cardholder (blank for all) 

% + Last 4 of Card (optional)

Step 6. Your billing statement will be displayed. You may now save to a local file directory for retention.

ADDING ATTACHMENTS AFTER TRANSACTION HAS BEEN APPROVED

Scroll through the statement and find the transaction that needs an attachment.

Step 1. Click on the **Approver Name Hyperlink**

Trans Date	Merchant Name	Transaction Total	Expected Credit	Approval By
Posting Date	City, State/Prov.	Description		
Accounting Code				
<i>Back to Table of Contents</i>				
Organization: Library Fund		Name: Alexis A Aires	Account No.: *****4653	
2020-07-08	AMZN MKTP US*MJ7Y545TD	\$45.99	\$0.00	EAnquiano
2020-07-09	AMZN.COM/BILL, WA	two way radios, for staff		
360-250000720-615035-JA720				
2020-07-08	AMZN MKTP US*MJ0906GE2	\$15.99	\$0.00	EAnquiano
2020-07-09	AMZN.COM/BILL, WA	micro fiber cloths. custodial supplies		
360-250000720-607005-JA720				

Step 2. The Reconcile Statement screen will be displayed. Scroll and click on **Comments** icon.

Transaction	Employee Name	Card Number	*Status	Transaction Amount	Description	Redistrib	Chartfield Status	Dispute Amount
1	Aires, Alexis A	*****4653	Closed	45.99	two way radios, for staff	Yes	Valid	

Step 3. Click on **+** icon to add more supporting documents. This will un-ghost the Attach Button.

Step 3a. Click on **Attach** to add attachment. The number of attachment will change from 2 to 3 etc.

Step 3b. Click **OK**.

ProCard Comments

Line 1 Description: two way radios, for staff
Reference

Transaction Line Comments 2 of 3 View All

Comments: Status: Active

Associated Document

Attachment	Attach	View	Delete
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OK
Cancel
Refresh

Step 4. The Reconcile Statement screen will be displayed. Click **Save**.

psfin.slcounty.org/psp/FINPROD/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS_CC_RECON_WB.GBL?Page=CC_RECON_SRCH&Action=U&TRANS_NBR=24692160190100329789

Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Bank Statement

Transaction Billing

	Employee Name	Card Number	Description	Redistrib	Chartfield Status	Dispute Amount	Credit Collected
1	Aires,Alexis A	*****4653	two way radios, for staff	Yes	Valid	0.00	<input type="checkbox"/>

Select All Clear All Validate Budget

Save Notify Refresh

Step 5. Click on the  to return back to the billing statement to work on the next transaction.